

## APPLICATION FOR PRE-SUBMISSION PROPOSAL/PLAT CONSIDERATION

<b>DATE</b> _____	<b>TRACK:    1    2    3</b> <b>(Circle one)</b>	<b>Replat?</b> _____ <b>(Y/N)</b>
1.	Name of Subdivision _____	
2.	Owner of Record _____ Phone _____	
	E-mail Address _____	
	Address _____	
	(Street)	(City, State, Zip)
3.	Engineer _____ Phone _____	
	E-mail Address _____	
	Address _____	
	(Street)	(City, State, Zip)
4.	Land Surveyor _____ Phone _____	
	E-mail Address _____	
	Address _____	
	(Street)	(City, State, Zip)
5.	Subdivision Location _____	
	_____ City Limits? _____	
6.	Total Acreage _____	Number of Lots _____
	Zoning District(s) _____	
7.	Legal Description _____	
	_____	
8.	School District _____	
9.	Are six (6) copies of Pre-submission Proposal enclosed on a scale of two hundred (200) feet to the inch or larger, one (1) 8 ½" x 11" reduction, one (1) 11" x 17" reduction and an electronic copy on CD? Yes _____ No _____ (If filing under Track 2, please include two (2) large scale copies of plat)	
10.	Have all persons having any financial interest in the request been listed or are signatories to this application?    Yes                      No	

***ALL OF THE FOLLOWING INFORMATION IS REQUIRED, BY ORDINANCE, TO BE CONTAINED ON THE PRE-SUBMISSION PROPOSAL. PLACE A CHECK MARK NEXT TO EACH ITEM TO VERIFY THAT IT IS CONTAINED ON THE PLAT.***

<b>DESCRIPTION</b>	<b>✓</b>
The outline of the tract the Plat is proposed to subdivide with principal dimensions	
The proposed plan of subdivision, showing streets, blocks, lots, alleys, easements, building lines, parks, with principal dimensions. The pre-submission proposal shall cover all of the tract intended to be developed, at any time, even though it is intended by the developers or developer to file plats and install improvements for parts of said tract by sections or units. If it is the intent to develop the area by sections or units, the first unit to be developed shall be definitely identified.	
The location, width, and name of existing streets and any block, lots, alleys, easements, building lines and water courses or other natural features in the area affected with principal dimensions, and any other significant information on all sides of the subdivision for a distance of not less than two hundred (200) feet.	
The names of proposed streets; such names shall conform to the names of existing streets and shall not duplicate or conflict with the designated name of any other street in the City of Longview and within the area subject to these regulations.	
The location of existing sewers, water and gas mains, power lines, transmission pipelines, oil, and gas wells, tank batteries, pump stations, and other public or private utilities.	
Proposed general plan for storm sewer water drainage sufficiently detailed to indicate the location of drainage ditches or structures, the direction of flow, and the proposed improvements to existing natural drainage channels within or abutting the area being platted.	
All zoning districts and proposed changes in zoning contemplated at the time of filing the plat within the area being platted.	
The name of the proposed subdivision, north point, scale and date.	
The name of the owner or owners and the engineer or surveyor. Include owner's statement as shown in Section 92-16b of the Subdivision Ordinance.	
Vicinity sketch or key map at a scale of not more than eight hundred (800) feet to the inch which shall show all existing subdivisions, streets and tracts or acreage in the area and the general drainage plan, ultimate destination of water and possible sewer connections by arrows.	
Typical cross-section of proposed street improvements and water and sewer installations where required.	
The total acreage of the area being platted.	
Topography, using a contour interval of at least two (2) feet, in the area to be platted.	
Surveyor's Statement, Engineer's Statement as shown in Sec. 92-16c of the Subdivision Ordinance.	

**FAILURE TO SUPPLY ALL OF THIS INFORMATION TO THE PLANNING DEPARTMENT WILL RESULT IN DELAY IN PROCESSING THE PLAT UNTIL THE PROPER INFORMATION IS FURNISHED.**

**THE DEADLINE FOR SUBMITTAL OF A PRE-SUBMISSION PROPOSAL IS BEFORE THE LAST TUESDAY OF EACH MONTH BY 9 AM. THE PRE-SUBMISSION PROPOSAL AND/OR PLAT AND ANY REQUESTED VARIANCES WILL BE REVIEWED BY THE PLANNING AND ZONING COMMISSION ON THE 3<sup>RD</sup> TUESDAY FOLLOWING SUBMISSION. THESE DATES ARE SUBJECT TO CHANGE.**

**IF MAKING APPLICATION UNDER TRACK 2, PLEASE PROVIDE TWO (2) LARGE FORMAT COPIES OF THE PLAT TO BE FILED IN ACCORDANCE WITH SECTION 92-20 OF THE SUBDIVISION ORDINANCE (ORD. #3124) BY 5:00 P.M. OF THE 1<sup>ST</sup> TUESDAY OF THE MONTH. STAFF WILL REVIEW AND PROVIDE COMMENTS PRIOR TO SUBMISSION TO THE PLANNING AND ZONING COMMISSION.**